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NATIONAL COMMUNICATIONS FROM PARTIES NOT INCLUDED IN ANNEX I TO THE CONVENTION

REPORT OF THE WORKSHOP ON THE REVISION OF THE GUIDELINES FOR THE PREPARATION OF NATIONAL COMMUNICATIONS FROM PARTIES NOT INCLUDED IN ANNEX I TO THE CONVENTION

Note by the secretariat

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I. INTRODUCTION

A. Mandate

1. At its seventh session, the Conference of the Parties (COP), by its decision 32/CP.7, decided to continue the process of reviewing the guidelines for the preparation of national communications from Parties not included in Annex I to the Convention (non-Annex I Parties) in accordance with decision 8/CP.5, with a view to improving these guidelines at its eighth session (FCCC/CP/2001/13/Add.4, section III).

2. The COP, also by its decision 32/CP.7, decided that the UNFCCC secretariat shall prepare: (i) draft guidelines for the preparation of national communications from non-Annex I Parties in accordance with the information contained in the third compilation and synthesis of initial national communications (FCCC/SBI/2001/14/Add.1), the initial national communications from non-Annex I Parties submitted as at 31 December 2001, and the recommendations of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) (FCCC/SBI/2001/15); and (ii) background information on initial national communications submitted as at 31 December 2001, which would be considered at an intersessional workshop, by representatives of Parties, to be held prior to the sixteenth sessions of the subsidiary bodies.

B. Possible action by the subsidiary bodies

3. The subsidiary bodies may wish to take note of the report, in particular its annex I, which contains the proposed improved guidelines for the preparation of national communications from non-Annex I Parties, and provide further guidance to improve these guidelines.

C. Scope of the report

4. The report under cover of this note summarizes the main issues arising from the consideration of the draft guidelines for the preparation of national communications from non-Annex I Parties, by representatives of Parties. The main issues relate to the following elements of the draft guidelines for the preparation of national communications from non-annex I Parties: national greenhouse gas (GHG) inventories; programmes containing measures to facilitate adequate adaptation; programmes containing measures to mitigate climate change; the development and transfer of technologies; research and systematic observation; education, training and public awareness; information and networking; capacity-building; and the constraints and gaps and related financial, technical and capacity needs. The proposed improved guidelines for the preparation of national communications from Parties not included in Annex I to the Convention are contained in annex I to this document.

II. PROCEEDINGS

5. The intersessional workshop on the revision of the guidelines for the preparation of national communications from Parties not included in Annex I to the Convention was held from 15 to 17 April 2002, in Bonn, Germany. The objective of the workshop was for representatives of Parties to consider the draft guidelines for the preparation of national communications from non-Annex I Parties.

6. A total of 56 representatives from 48 Parties and two organizations[1] participated in the intersessional workshop.

7. The Chairman of the Subsidiary Body for Implementation (SBI), Mr. Raúl Estrada-Oyuela (Argentina), welcomed the representatives of Parties to the intersessional workshop on the revision of

[1] See annex II for details.

guidelines for the preparation of national communications from Parties not included in Annex I to the Convention. He emphasized the significance of the workshop, and outlined the modalities of its duration. He noted the excellent progress made by the CGE in improving the process of the preparation of national communications from non-Annex I Parties and thanked the UNFCCC secretariat for the excellent work done in preparing the draft guidelines for the preparation of national communications from non-Annex I Parties.

8. The Chairman of the SBI invited the secretariat to present the draft guidelines to the workshop. In presenting the draft guidelines, the secretariat stressed that the main sources of information used in preparing the draft guidelines were: the annex to decision 10/CP.2, the third compilation and synthesis of initial national communications (FCCC/SBI/2001/14/Add.1), the recommendations of the CGE as contained in document FCCC/SBI/2001/15, and the relevant decisions of the COP relating to capacity-building in developing countries (decision 2/CP.7), development and transfer of technologies (decision 4/CP.7), the implementation of Article 4, paragraphs 8 and 9, of the Convention (decision 5/CP.7), research and systematic observation (decision 5/CP.5), and additional guidance to the operating entity of the financial mechanism (decision 6/CP.7).

9. In accordance with decision 31/CP.7, Mr. Philip Weech (Bahamas), as Chairman of the CGE, presented the initial input of the CGE to the proposed improved guidelines for the preparation of national communications from non-Annex I Parties at the intersessional workshop. He emphasized that this initial input of the CGE comprised technical and methodological issues which arose from the discussions held during the CGE workshop that was held in the period from 10 to 12 April 2002, in Bonn, Germany. The report of the CGE workshop is contained in document FCCC/SBI/2002/INF.3.

10. The intersessional workshop was divided into four working groups: national GHG inventories; programmes containing measures to facilitate adequate adaptation and research and systematic observation; programmes containing measures to mitigate climate change and the development and transfer of technologies; and education, training and public awareness, as well as capacity-building and information relating to the integration of climate change concerns into sustainable development programmes. Each of the working groups also considered the financial, technical and capacity needs of the respective elements of the national communication.

III. MAIN ISSUES

A. General

11. The representatives of Parties at the workshop were of the view that the draft guidelines, prepared by the secretariat, were well-structured and provided a good framework for non-Annex I Parties to report on the various elements of the national communication.

12. The representatives of Parties emphasized that the guidelines for the preparation of national communications from non-Annex I Parties should be as clear as possible for ease of their utility in the preparation of national communications by non-Annex I Parties, and in providing guidance to the operating entity of the financial mechanism and bilateral and/or multilateral funding sources.

13. The representatives of Parties noted that the high level of information detail which is required from non-Annex I Parties, as contained in the proposed improved guidelines, would necessitate a substantial increase in financial, technical and human resources, and in the time involved in the preparation of national communications.

14. The representatives of Parties, while acknowledging that the draft guidelines are a vast improvement on the current guidelines for the preparation of initial national communications from non-Annex I Parties, as contained in the annex to decision 10/CP.2, also raised a number of issues

relating to the various elements of information in the proposed improved guidelines. These issues are summarized below under each of the elements of a national communication.

B. National greenhouse gas inventories

15. The representatives of Parties noted that the guidelines for national GHG inventories are well developed and provide improved guidance to Parties for reporting on emissions by sources and removals by sinks of all GHGs not controlled by the Montreal Protocol. They suggested that in order to allow reporting of emissions of hydrofluorocarbons (HFC), perflurorocarbons (PFC) and sulphur hexafluoride (SF_6) in greater detail, a separate table was needed. Consequently, such a table has been drawn up and elaborated in the improved guidelines for this purpose.

C. Measures to facilitate adequate adaptation to climate change

16. In considering the section on communicating information relating to general description of steps taken on programmes containing measures to facilitate adequate adaptation to climate change, the main issue that representatives of Parties had raised was in relation to the definition of the term "vulnerability to current climate" as opposed to "vulnerability to climate change". Many representatives of Parties were of the view that climate is a dynamic phenomenon and therefore current climate at one point in time is not necessarily the same as current climate at another point in time. After much debate on this issue, representatives of the Parties agreed that the section on "vulnerability to current climate" would be incorporated under "vulnerability and adaptation to climate change", as contained in paragraph 36 of the draft improved guidelines.

D. Measures to mitigate climate change

17. The main issue relating to the communication of a general description of steps taken on programmes containing measures to mitigate climate change was the proper use of the terms "abatement" and "mitigation". It was recalled by representatives of Parties that the term "abatement" was used in the annex to decision 10/CP.2, referring to the abatement of an increase in GHG emissions and removals by sinks, whereas the term "mitigation" emanated from its usage in Article 4, paragraph 1(b), of the Convention referring to mitigation of climate change. In this context, the representatives agreed to use the wording "programmes containing measures to mitigate climate change" in the proposed improved guidelines, as contained in the Convention.

18. The representatives of Parties stressed that the proposed improved guidelines refer to the commitment under Article 12 of the Convention and do not imply additional commitments on emissions limitation or reduction by developing country Parties; rather, they provide guidance to non-Annex I Parties to report on the steps taken or envisaged in order to formulate, implement or update programmes containing measures to mitigate climate change by addressing anthropogenic emissions by sources and removals by sinks not controlled by the Montreal Protocol.

E. Development and transfer of technologies

19. The representatives of Parties acknowledged that the draft improved guidelines for the section on the development and transfer of technologies was meant to facilitate the reporting of information relating to country-specific technology needs and needs assessments.

F. Research and systematic observation

20. The representatives of Parties considered that the guidelines for reporting on research and systematic observation covered all major elements of the national communication, including GHG inventories, programmes containing measures to facilitate adequate adaptation and to mitigate climate change, and the development and transfer of technologies.

G. Cross-cutting issues

21. The representatives of Parties considered the sections on national circumstances, information relating to the integration of climate change concerns into sustainable development programmes, education, training and public awareness, information and networking, capacity-building, and constraints and gaps and related financial, technical and capacity needs, as cross-cutting issues.

National circumstances and information relating to the integration of climate change concerns into sustainable development programmes

22. In considering the information to be reported under national circumstances, the representatives of Parties indicated that this section would enable each Party to address climate change in the context of development priorities for sustainable development.

Education, training and public awareness, and information and networking

23. The representatives of Parties, while considering the importance of education, training and public awareness in regard to climate change, also noted that the Subsidiary Body for Scientific and Technological Advice has been developing a work programme to facilitate the implementation of activities relating to education, training and public awareness (Article 6 of the Convention).

Capacity-building

24. The section on capacity-building includes information on activities that each Party may undertake to implement the framework for capacity-building, as contained in the annex to decision 2/CP.7.

Constraints and gaps, and related financial, technical and capacity needs

25. In respect of the constraints and gaps, and related financial, technical and capacity needs, the representatives of Parties reiterated that the extent to which each Party will effectively implement these guidelines will depend on the effective implementation, by developed country Parties, of their commitments under the Convention relating to financial resources.

Annex I

PROPOSED IMPROVED GUIDELINES FOR NATIONAL COMMUNICATIONS FROM PARTIES NOT INCLUDED IN ANNEX I TO THE CONVENTION

Chairman's text

I. INTRODUCTION

A. Objectives

1. Taking into account Article 4, paragraphs 1 and 7, of the Convention, the principal objectives of the guidelines for the preparation of national communications from Parties not included in Annex I to the Convention (non-Annex I Parties) shall be:

(a) To assist non-Annex I Parties in meeting their commitments under Article 4, paragraphs 1 and 12, of the Convention, as well as other relevant decisions of the Conference of the Parties (COP);

(b) To encourage the presentation of information in a consistent, transparent and comparable, as well as flexible manner, taking into account specific national circumstances;

(c) To facilitate the presentation of information on support required for the preparation and improvement of elements in the national communications from non-Annex I Parties, as outlined in these guidelines;

(d) To serve as policy guidance to the operating entity of the financial mechanism for the timely provision of financial support needed by developing country Parties in order to meet the agreed full costs of complying with their obligations under Article 12, paragraph 1, as referred to in decisions 11/CP.2, 2/CP.4, 2/CP.7 and 6/CP.7;

(e) To facilitate the process of compilation and consideration of the communications, including the preparation of compilation and synthesis reports in accordance with the relevant decisions of the COP;

(f) To ensure that the COP has sufficient information to carry out its responsibility for assessing the overall aggregated effects of steps taken by the Parties towards the implementation of the Convention, as referred to in Article 10 of the Convention.

B. Scope

2. The guidelines cover the reporting of information on, inter alia, national circumstances; the integration of climate change concerns into sustainable development programmes; the estimation of national greenhouse gas (GHG) inventories; programmes containing measures to facilitate adequate adaptation to climate change; programmes containing measures to mitigate climate change; the development and transfer of technologies; research and systematic observation; education, training and public awareness; information and networking; capacity-building, constraints and gaps, and related financial, technical and capacity needs.

3. Parties are encouraged to include any other information they consider to be relevant to the achievement of the objectives of the Convention and suitable for inclusion in their national communications, including, if feasible, material relevant for calculations of global emission trends.

II. NATIONAL CIRCUMSTANCES

4. Parties should provide a description of their national and regional development objectives and priorities, including information on features of their geography, climate and economy which may affect their ability to deal with mitigating and adapting to climate change, as well as information regarding their specific needs and concerns arising from the adverse effects of climate change and/or the impact of the implementation of response measures, as contained in Article 4, paragraphs 8, 9 and 10, of the Convention.

5. Parties should use, as appropriate, the following headings to describe their national circumstances: geographic profile, climatic profile, population profile, economic profile, energy, transport, industry, mining, tourism, waste, agriculture and fisheries, forest, land use, health, environment, education and research institutions, and other circumstances.

6. Parties are encouraged to provide a summary of relevant information regarding their national circumstances, as appropriate, in tabular form.

7. Parties should provide a description of existing institutional arrangements relevant to the preparation of their national communications on a continuous basis, as well as a list of perceived deficiencies in this area.

III. INFORMATION RELATING TO THE INTEGRATION OF CLIMATE CHANGE CONCERNS INTO SUSTAINABLE DEVELOPMENT PROGRAMMES

8. With a view to facilitating the formulation and implementation of sustainable development programmes, Parties are encouraged, as appropriate, to provide information on national and/or sectoral programmes which they have planned or implemented addressing climate change issues.

IV. NATIONAL GREENHOUSE GAS INVENTORY INFORMATION

9. Each Party shall, in accordance with Article 4, paragraph 1(a), and Article 12, paragraph 1(a), develop, periodically update and communicate to the COP information on anthropogenic emissions by sources and removals by sinks of all GHGs not controlled by the Montreal Protocol, following the provisions in these guidelines.

A. Inventory years

10. Each Party shall estimate and report national GHG inventories for the year 1994 and periodically thereafter, in accordance with time frames to be established by the COP. Parties should, to the extent possible and taking into account data availability, provide time series of inventory information from 1994 or 1990 up to the most recent year reported.

B. Technical guidelines

Methodologies

11. Parties should use the Revised 1996 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories, hereinafter referred to as the IPCC Guidelines, for estimating and reporting their national GHG inventories.

12. In accordance with the IPCC Guidelines, Parties may use different methods (tiers) included in the Guidelines, giving priority to those methods which are believed to produce the most accurate estimates, depending on national circumstances and the availability of data. Parties can also use national

methodologies where they consider these to be better able to reflect their national situation, provided that these methodologies are accessible to the international community.

13. The IPCC Guidelines offer a default methodology which includes default emission factors and in some cases default activity data. As these default data, factors and assumptions may not always be appropriate for specific national circumstances, it is preferable that Parties use their country-specific emission factors and activity data, provided that these have been developed in a scientifically-sound manner, are considered to be reliable and are documented transparently.

14. Parties are encouraged, as appropriate and to the extent possible, to apply the *IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories* (hereinafter referred to as the IPCC Good Practice Guidance), taking into account the need to improve transparency, consistency, comparability, completeness and accuracy in inventories. In so doing, Parties could consider:

(a) Identification of key source categories as described in the IPCC Good Practice Guidance;

(b) Implementation of quality assurance and quality control (QA/QC) procedures;

(c) Archiving of all relevant inventory information;

(d) Estimation of uncertainties, including quantitative information, where available.

C. Reporting

Institutional arrangements

15. Parties are encouraged to describe procedures and arrangements undertaken to collect and archive data for the preparation of national GHG inventories, as well as efforts undertaken to make this a continuous process, including information on the role of the institutions involved.

Estimates of emissions and removals

16. Each Party shall provide in its national inventory, on a gas by gas basis and in units of mass, estimates of carbon dioxide (CO_2), methane (CH_4) and nitrous oxide (N_2O) emissions by sources and removals by sinks.

17. Parties should, to the extent possible, report on other gases such as carbon monoxide (CO), nitrogen oxide (NO_x), and non-methane volatile organic compounds (NMVOCs). Parties are encouraged to provide information on sulphur oxides (SO_x).

18. Parties are encouraged, to the extent possible, to provide information on hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) and sulphur hexafluoride (SF_6).

19. Parties are encouraged, to the extent possible, to estimate and report CO_2 fuel combustion emissions using both the sectoral and the reference approaches, and to explain any large differences between the two approaches.

20. Parties should report emissions from international aviation and marine bunker fuels separately (that is, as two separate entries) in their inventories. Emission estimates from these sources should not be included in the national totals.

21. Parties wishing to report on GHG emissions and removals expressed in CO_2 equivalents should use the global warming potentials provided by the IPCC in its Second Assessment Report ("1995 IPCC GWP Values") based on the effects of GHGs over a 100-year time horizon.

22. Parties should provide information on methodologies used in the estimation of GHG emissions and removals, including a brief explanation of the sources of activity data and emission factors. If Parties estimate emissions and removals from country-specific sources and/or sinks which are not part of the IPCC Guidelines, they should explicitly describe the source and/or sink categories, methodologies, activity data and emission factors used in their estimation of emissions, as appropriate.

Tables

23. Each Party shall use tables 1 and 2 of these guidelines in reporting its national GHG inventory, taking into account the provisions established in paragraphs 16 to 18 above. In preparing those tables, Parties should strive to present information which is as complete as possible. Where numerical data are not provided, Parties should use the notation keys as indicated.

24. Parties are encouraged to include in their national communications the inventory sectoral tables and worksheets[2] of the IPCC, where applicable, as an appendix to the national GHG inventory section, in both electronic and hard copy format.[3]

Uncertainties

25. Parties are encouraged to provide information on the level of uncertainty associated with the inventory data and their underlying assumptions. Parties are encouraged to provide, to the extent possible, quantitative information on uncertainties, where this is available, and to indicate the methodologies used for estimating these uncertainties.[4]

Key sources

26. Parties are encouraged to provide, to the extent possible, information on any key source analysis as indicated in the IPCC Good Practice Guidance.

V. PROGRAMMES CONTAINING MEASURES TO FACILITATE ADEQUATE ADAPTATION TO CLIMATE CHANGE

27. Each Party shall, in accordance with Article 4, paragraph 1, subparagraphs (b), (e) and (j), and Article 12, paragraph 1, subparagraphs (b) and (c) of the Convention, provide to the COP information on the general description of steps taken or envisaged towards formulating, implementing, publishing and regularly updating national and, where appropriate, regional programmes containing measures to facilitate adequate adaptation to climate change, and any other information they consider to be relevant to the achievement of the objectives of the Convention and suitable for inclusion in their communications.

28. Parties should provide information on their vulnerability to the adverse effects of climate change, including climate variability and extreme weather events, and on measures being taken to meet their specific needs and concerns arising from these adverse effects.

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[2] The IPCC software (see http://www.ipcc-nggip.iges.or.jp/public/gl/software.htm) provides for automated reporting in the worksheets, as well as in the sectoral and summary tables.

[3] An electronic version of the tables or worksheets facilitates processing of the inventory data.

[4] The IPCC Guidelines and the IPCC Good Practice Guidance provide methodologies for estimating uncertainties.

A. Methodological approaches

29. Parties should, to the extent that their financial resources and capacities allow, use approaches and/or best practices to assess their vulnerability and adaptation[5] to climate change, as appropriate, and focus on policy options which could be integrated into national planning processes for sustainable development. Parties are encouraged to use traditional knowledge-based approaches and practices in assessing their vulnerability and adaptation to climate change.

30. Parties should use methodologies contained in the following technical guidelines, as appropriate, for assessing their vulnerability and adaptation to climate change: the *IPCC Technical Guidelines for Assessing Climate Change Impacts and Adaptations* (Carter et al. 1994), the *UNEP Handbook on Methods for Climate Change Impact Assessment and Adaptation Strategies* (Feenstra et al. 1998), the *International Handbook on Vulnerability and Adaptation Assessments* (Benioff et al. 1996), or any other methodologies they consider better able to reflect their national situation, provided that these methodologies are accessible to the international community, including the IPCC.

31. Parties should use, as appropriate, methodologies for the evaluation of adaptation strategies and measures contained in the *Compendium of Decision Tools to Evaluate Strategies for Adaptation to Climate Change*, which is available from the UNFCCC website, www.unfccc.int/issues/meth_tools.html. They should also use other methodologies where they consider these to be better able to reflect their national situation, provided that these methodologies are accessible to the international community, including the IPCC.

B. Sectors/areas/processes

32. Taking into account their national circumstances and priorities for sustainable development, Parties should focus their assessment of vulnerability and adaptation on any number of sectors/areas/processes such as, but not limited to: agriculture, energy, fisheries, forest, human health, human settlement, industry, tourism, water resources, coastal zones, wetlands and other ecosystems, rangelands and livestock, biodiversity, desertification and land degradation.

C. Reporting

33. Information on vulnerability, and on strategies and measures for adapting to climate change, should be provided under the following headings, as appropriate:

Scope

34. Parties should provide information on the scope of their vulnerability and adaptation assessment, including identification of vulnerable sectors/areas/processes that are most critical.

Methodologies

35. Parties should include a description of methodologies, tools and approaches used, including scenarios for the assessment of impacts of, and vulnerability and adaptation to, climate change, as well as any uncertainties inherent in these methodologies.

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[5] Parties may use the guidance, methodologies and approaches provided in the Adaptation Policy Framework, which is currently being developed by the United Nations Development Programme in collaboration with non-Annex I Parties.

Vulnerability and adaptation to climate change

36. Parties should provide information on their vulnerability to the impacts of, and their adaptation to, climate change in key vulnerable sectors/areas/processes. Information should include key findings, and direct and indirect effects arising from climate change, allowing for an integrated analysis of the country's vulnerability to climate change. In so doing, Parties should consider:

(a) Impacts of climate variability and extreme weather events;

(b) Sectors and population groups most affected;

(c) Stakeholders, including decision makers, in the management of adverse effects of climate change;

(d) Current capacities in weather forecasting, early warning systems and disaster preparedness and rehabilitation, including, as appropriate, financial, technological, institutional, legal and managerial capabilities.

Adaptation strategies and measures

37. Parties should provide information on and, to the extent possible, an evaluation of, adaptation strategies and measures for adapting to climate change, based on the assessment of vulnerability and adaptation to climate change on key sectors/areas/ processes.

38. Parties should provide information on those adaptation strategies and measures for adapting to climate change which are of the highest priority, as well as those which improve their ability to cope with the impacts of climate change, including climate variability and extreme events (adaptive capacity).

39. Parties should report on the use, where relevant, of policy frameworks, such as national adaptation programmes, plans and policies for developing and implementing adaptation strategies and measures, such as the national adaptation programmes of action (NAPA) for the least developed countries.[6]

40. Parties should include information on opportunities for the implementation of adaptation measures, including pilot and/or demonstration adaptation projects being undertaken or proposed. They should also provide information on barriers to the implementation of adaptation measures.

41. Parties should include, as appropriate, information on national, regional and/or subregional capacity-building activities for integrating adaptation to climate change into medium and long-term planning.

42. Parties should include, as appropriate, information on how support programmes from Parties included in Annex II to the Convention are meeting their specific needs and concerns relating to vulnerability and adaptation to climate change.

VI. PROGRAMMES CONTAINING MEASURES TO MITIGATE CLIMATE CHANGE

43. Each Party shall, in accordance with Article 4, paragraph 1, subparagraphs (b) and (j), and paragraph 7, and Article 12, paragraph 1, subparagraphs (b) and (c), of the Convention, provide to the COP information on the general description of steps taken or envisaged for formulating, implementing, publishing and regularly updating national and, where appropriate, regional programmes containing

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[6] Decision 28/CP.7 indicates that information contained in national adaptation programmes of action may constitute the first step in the preparation of initial national communications.

measures to mitigate climate change by addressing anthropogenic emissions by sources and removals by sinks of all GHGs not controlled by the Montreal Protocol, and any other information they consider to be relevant to the achievement of the objectives of the Convention and suitable for inclusion in their communications.

Methodological approach

44. Based on national circumstances, Parties are encouraged to use whatever methods are available and appropriate in order to formulate and prioritize programmes containing measures to mitigate climate change; this should be done within the framework of sustainable development objectives, which should include social, economic and environmental factors.

45. In their assessment of these programmes on various sectors of the economy such as energy, transport, industrial processes, forestry, agriculture and waste, Parties may find the following technical resources helpful: *The IPCC Technical Paper on Technologies, Policies and Measures for Mitigating Climate Change (IPCC Technical Paper I); Greenhouse Gas Mitigation Assessment: A Guidebook by the United States Country Studies Program; Climate Change 2001: Mitigation – A Report of Working Group III of the IPCC.*

Reporting

46. Based on national circumstances, Parties are encouraged to provide, to the extent their capacities allow, information on programmes containing measures which they believe contribute to mitigating climate change by addressing anthropogenic emissions by sources and removals by sinks of all GHGs not controlled by the Montreal Protocol, including, as appropriate, information by sectors on methodologies, scenarios, results, measures and institutional arrangements.

47. Parties are encouraged to include, to the extent their capacities allow, a list of proposed projects for financing, in accordance with Article 12, paragraphs 4 and 7, of the Convention.

VII. DEVELOPMENT AND TRANSFER OF TECHNOLOGIES

48. Pursuant to decision 4/CP.7, its annex, and the implementation of Article 4, paragraph 5, of the Convention, Parties are encouraged, in the light of their social and economic conditions, to provide information on:

(a) Results of country-specific technology needs;

(b) Transfer of, and access to, environmentally sound technologies and know-how and the development and enhancement of endogenous capacities, technologies and know-how;

(c) Assistance received from developed country Parties and the financial mechanism of the Convention and, as appropriate, its utilization, in support of the development and enhancement of endogenous capacities, technologies and know-how, and in the implementation of programmes and measures identified in the technology needs assessment.

VIII. RESEARCH AND SYSTEMATIC OBSERVATION

49. Parties should provide information on climate change research and systematic observation, including their participation in and contribution to activities and programmes, as appropriate, of national, regional and global research networks and observing systems.

50. Parties are encouraged to provide, as appropriate, information on their national programmes for meteorological, hydrological and climatic observations, including programmes for monitoring the levels

of GHG concentrations, sea levels, desertification, ecosystem quality, and other indicators of climate change.

Research

51. Parties should include information on scientific research relating specifically to the assessment of impacts of, and adaptation to, climate change, including, as appropriate, modelling and prediction, as well as effects of the El Niño-Southern Oscillation (ENSO) phenomenon on climate variability and extreme weather events.

52. Parties are encouraged to provide information on research relating to programmes containing measures to mitigate climate change, programmes containing measures to facilitate adequate adaptation to climate change, and the development of activity data and emission factors.

Systematic observation

53. Parties should provide, to the extent their capacities allow, information on their participation in national, regional and global observing systems (such as the Global Climate Observing System, Global Terrestrial Observing System and Global Ocean Observing System).

54. Parties are encouraged to use the UNFCCC reporting guidelines on global climate change observing systems.[7]

IX. EDUCATION, TRAINING AND PUBLIC AWARENESS

55. Parties should provide, to the extent possible, and as appropriate, the following information on activities relating to climate change education, training and public awareness at national and/or where appropriate, subregional and regional levels. In providing this information, Parties are encouraged to consider:

(a) Institutions and/or programmes, expertise and resources, including information centres, for climate change education, training and public awareness;

(b) Scholarship and/or fellowship programmes for climate change;

(c) Incorporation of climate change issues into non-formal education and into the curricula of different levels of formal education systems;

(d) Focus and scope of education, training and public awareness programmes on climate change.

X. INFORMATION AND NETWORKING

56. Parties should provide information on their efforts to promote information sharing between and within countries and regions. Information could include the following, as appropriate:

(a) Participation in and contribution to networks providing information, data, tools and expertise necessary for the preparation of national communications and implementation of programmes and activities identified in the national communications;

(b) Access to, and use of, information technologies for information exchange;

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[7] FCCC/CP/1999/7.

(c) Availability of resources and training;

(d) A list of national experts, including their expertise, who have participated in the preparation of national communications.

XI. CAPACITY-BUILDING

57. Parties should provide, in accordance with decision 2/CP.7, information on how capacity-building activities, as contained in the framework annexed to that decision, are being implemented at national and, where appropriate, at subregional and/or regional levels. This could include, *inter alia*, options and priorities for capacity-building, participation in and promotion of south-south cooperation, the involvement of stakeholders in capacity-building, coordination and sustainability of capacity-building activities, and the dissemination and sharing of information on capacity-building activities.[8]

58. Parties are encouraged to provide information on relevant needs and/or areas for capacity-building other than those mentioned in paragraph 57 above.

59. Parties should provide information on their capacity-building needs relating to research and systematic observation, and on how these needs are being met and supported by bilateral and multilateral activities and programmes.

XII. CONSTRAINTS AND GAPS, AND RELATED FINANCIAL, TECHNICAL AND CAPACITY NEEDS

60. Parties should, in accordance with national circumstances and development priorities, describe any constraints and gaps, and related financial, technical and capacity needs, as well as proposed and/or implemented activities for overcoming the gaps and constraints associated with the implementation of activities, measures and programmes envisaged under the Convention, and with the preparation and improvement of national communications on a continuous basis, in the areas of:

(a) National GHG inventories, such as lack of national capacities for undertaking national GHG inventories on a continuous basis, or existing methodological and data gaps;

(b) Vulnerability and adaptation assessments, such as data constraints, limitations of the methodologies, models or scenarios;

(c) Programmes containing measures to facilitate adequate adaptation to climate change, such as the identification, development, evaluation and implementation of adaptation measures;

(d) Programmes containing measures to mitigate climate change;

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[8] In accordance with the annex to decision 2/CP.7, the initial scope of needs and/or areas for capacity-building includes: institutional capacity-building, including the strengthening or establishing, as appropriate, of national climate change secretariats or national focal points; enhancement and/or creation of an enabling environment; national climate change programmes; GHG emissions database management and systems for collecting, managing and utilizing activity data and emission factors; vulnerability and adaptation assessment; implementation of adaptation measures; assessment of mitigation options; research and systematic observation, including meteorological, hydrological and climatological services; development and transfer of technology; improved decision-making, including assistance for participation in international negotiations; clean development mechanism; implementation of Article 4, paragraphs 8 and 9, of the Convention; education, training and public awareness; and information and networking, including the setting up of databases.

(e) Development and transfer of technologies, such as difficulties encountered in technology needs assessments, technology information, barriers to technology transfer and implementation, or development and enhancement of endogenous capacities and technologies;

(f) Research and systematic observation, such as data constraints or a lack of equipment;

(g) Education, training and public awareness;

(h) Information and networking, such as opportunities for, and barriers to, free and open exchange of data and information;

(i) Capacity-building.

61. Parties should provide information on all financial resources and technical support for the preparation of their national communications provided by themselves, as well as those received from the Global Environment Facility (GEF), Annex II Parties or bilateral and multilateral institutions.

62. Parties should also provide information on financial resources and technical support provided by the GEF, and where possible from other sources, including the Parties themselves, for other climate change related activities.

XIII. SUBMISSION

63. The information provided in accordance with these guidelines shall be communicated by each Party to the COP in a single document, with an executive summary outlining the information contained in the full document, in both hard copy and electronic formats.

64. Each Party shall submit its national communication in one of the official languages of the United Nations. The executive summary, which is to be of no more than ten pages, shall be translated into English and distributed widely. Parties are also encouraged to submit, to the extent possible and where relevant, English translations of their communications.

65. Additional or supporting information may be supplied through other documents such as a technical annex.

Table 1. National greenhouse gas inventory of anthropogenic emissions by sources and removals by sinks of all greenhouse gases not controlled by the Montreal Protocol[1] and greenhouse gas precursors

GREENHOUSE GAS SOURCE AND SINK CATEGORIES	CO_2 emissions (Gg)	CO_2 removals (Gg)	CH_4 (Gg)	N_2O (Gg)	CO (Gg)	NOx (Gg)	NMVOCs (Gg)	SO_x (Gg)
Total national emissions and removals	X	X	X	X	X	X	X	X
1. Energy	X	X	X	X	X	X	X	X
A. Fuel combustion (sectoral approach)	X		X	X	X	X	X	X
1. Energy industries	X		X	X	X	X	X	X
2. Manufacturing industries and construction	X		X	X	X	X	X	X
3. Transport	X		X	X	X	X	X	X
4. Other sectors	X		X	X	X	X	X	X
5. Other (please specify)	X		X	X	X	X	X	X
B. Fugitive emissions from fuels	X		X		X	X	X	X
1. Solid fuels			X		X	X	X	X
2. Oil and natural gas			X		X	X	X	X
2. Industrial processes	X	X	X	X	X	X	X	X
A. Mineral products	X				X	X	X	X
B. Chemical industry	X		X	X	X	X	X	X
C. Metal production	X		X	X	X	X	X	X
D. Other production	X				X	X	X	X
E. Production of halocarbons and sulphur hexafluoride								
F. Consumption of halocarbons and sulphur hexafluoride								
G. Other (please specify)	X		X	X	X	X	X	X
3. Solvent and other product use	X			X			X	
4. Agriculture			X	X	X	X	X	X
A. Enteric fermentation			X					
B. Manure management			X	X			X	
C. Rice cultivation			X				X	
D. Agricultural soils			X	X			X	
E. Prescribed burning of savannahs			X	X	X	X	X	
F. Field burning of agricultural residues			X	X	X	X	X	
G. Other (please specify)			X	X	X	X	X	
5. Land-use change and forestry	X[2]	X[2]	X	X	X	X	X	X
A. Changes in forest and other woody biomass stocks	X[2]	X[2]						
B. Forest and grassland conversion	X		X	X	X	X		
C. Abandonment of managed lands		X						
D. CO_2 emissions and removals from soil	X[2]	X[2]						
E. Other (please specify)	X	X	X	X	X	X		
6. Waste			X	X	X	X	X	X
A. Solid waste disposal on land			X		X		X	
B. Wastewater handling			X	X	X	X	X	
C. Waste incineration					X	X	X	X
D. Other (please specify)			X	X	X	X	X	X
7. Other (please specify)	X	X	X	X	X	X	X	X
Memo items								
International bunkers	X		X	X	X	X	X	X
Aviation	X		X	X	X	X	X	X
Marine	X		X	X	X	X	X	X
CO_2 emissions from biomass	X							

Notes: Shaded cells do not require entries.

[1] Data to be presented by Parties, to the extent their capacities allow. The following standard indicators may be used, as appropriate, for emissions by sources and removals by sinks of GHGs: **NO** (not occurring) for a gas or source/sink category which does not occur within a country, **NE** (not estimated) for existing emissions and removals which have not been estimated, **NA** (not applicable) for activities in a given source/sink category which do not result in emissions or removals of a specific gas, **IE** (included elsewhere) for emissions and removals estimated but included elsewhere in the inventory; Parties should indicate where the emissions or removals have been included, **C** (confidential) for emissions and removals which could lead to the disclosure of confidential information.

[2] Estimate "net" emissions of CO_2 and place a single number in either the CO_2 emissions or CO_2 removals column, as appropriate. Please note that the sign for uptake/removals is always (-) and for emissions is (+).

Table 2. National greenhouse gas inventory of anthropogenic emissions of HFCs, PFCs and SF_6

GREENHOUSE GAS SOURCE AND SINK CATEGORIES	HFCs[1,2] (Gg)			PFCs[1,2] (Gg)			SF_6[1] (Gg)
	HFC-23	*HFC-134*	*Other (to be added)*	*CF_4*	*C_2F_6*	*Other (to be added)*	
Total national emissions and removals	X	X	X	X	X	X	X
1. Energy							
A. Fuel combustion (sectoral approach)							
1. Energy industries							
2. Manufacturing industries and construction							
3. Transport							
4. Other sectors							
5. Other (please specify)							
B. Fugitive emissions from fuels							
1. Solid fuels							
2. Oil and natural gas							
2. Industrial processes	X	X	X	X	X	X	X
A. Mineral products							
B. Chemical industry							
C. Metal production	X	X	X	X	X	X	X
D. Other production							
E. Production of halocarbons and sulphur hexafluoride	X	X	X	X	X	X	X
F. Consumption of halocarbons and sulphur hexafluoride	X	X	X	X	X	X	X
G. Other (please specify)							
3. Solvent and other product use							
4. Agriculture							
A. Enteric fermentation							
B. Manure management							
C. Rice cultivation							
D. Agricultural soils							
E. Prescribed burning of savannahs							
F. Field burning of agricultural residues							
G. Other (please specify)							
5. Land-use change and forestry							
A. Changes in forest and other woody biomass stocks							
B. Forest and grassland conversion							
C. Abandonment of managed lands							
D. CO_2 emissions and removals from soil							
E. Other (please specify)							
6. Waste							
A. Solid waste disposal on land							
B. Wastewater handling							
C. Waste incineration							
D. Other (please specify)							
7. Other (please specify)	X	X	X	X	X	X	X
Memo items							
International bunkers							
Aviation							
Marine							
CO_2 emissions from biomass							

[1] Parties may wish to express HFC, PFC and SF_6 emissions as either potential or actual. Potential emissions should be estimated using the tier 1 approach of the IPCC Guidelines. Actual emissions should be estimated using the tier 2 approach of the IPCC Guidelines.

[2] Parties reporting HFCs and PFCs should provide emission estimates on a gas-by-gas basis, that is, disaggregated estimates by chemical expressed in units of mass (Gg), as indicated in the table (e.g. HFC-23), where information is available. This should be done by inserting a column for each HFC and PFC gas for which emissions do occur in the country. The gases in the column headings are given as examples only. Other gases to be reported in this table include HFC-32, HFC-41, HFC-43-10, HFC-125, HFC-134a, HFC-152a, HFC-43-10mee, HFC-143a, HFC-227ea, HFC-236fa, HFC-245ca, C_3F_8, C_4F_{10}, c-C_4F_8, C_5F_{12}, C_6F_{14}, and any other GHG with high GWP not covered in this list.

Annex II

LIST OF PARTICIPANTS

PARTIES

Albania

Ermira FIDA
National Co-ordinator for Climate Change Enabling Activity
Ministry of Environment
Rruga "Durresit", No. 48, Tirana
Phone/s: (355-4) 22-5101
Fax: (355-4) 27-0627 / 22-5101
E-mail/s: mirafida@icc al.eu.org

Antigua and Barbuda

Brian CHALLENGER
Technical Coordinator
Ministry of Public Utilities, Housing, Aviation, Transportation and International Transportation
APUA Headquarters, Cassada Gardens
P.O. Box 415
St. John's
Phone/s: (1-268) 462-3022
Fax: (1-268) 462-2515 / 2516
E-mail/s: challengerbrian@hotmail.com
challengerbrian@antiguabarbuda.net

Argentina

Raúl ESTRADA-OYUELA
Embajador, Representante Especial para Asuntos Medio Ambientales Internacionales
Ministerio de Relaciones Exteriores, Comercio Internacional y Culto
Piso 14, Esmeralda 1211
Buenos Aires
Phone/s: (54-11) 4819-7414 / 8023
Fax: (54-11) 4819-7309 / 7413
E-mail/s: eoy@mrecic.gov.ar
eoy@ciudad.com.ar

Carlos RINALDI
Cancilleric Argentina
D.F. Sarmiento 2334 D.C
Buenos Aires
Phone/s: (54-11) 4790-4761
E-mail/s: crinaldi@sinectis.com.ar

Armenia

Diana HARUTYUNYAN
UNDP
Moscovian St. 35, Yerevan
Phone/s: (374-1) 53-4982 / 4472
Fax: (374-1) 53-8187
E-mail/s: diana@nature.am
diana_lilo@yahoo.com

Australia

Jane CARMODY
Assistant Manager
International Climate Change Team
Australian Greenhouse Office
John Gorton Building, King Edward Terrace, Parkes ACT 2600
GPO Box 621, Canberra
Phone/s: (61-2) 6274-1349
Fax: (61-2) 6274-1439
E-mail/s:
jane.carmody@greenhouse.gov.au

Bahamas

Philip WEECH
Chairman, The Bahamas National Climate Change Committee
The Bahamas Environment Science & Technology Commission (BEST)
Office of the Prime Minister
Sir Cecil Wallace Whitfield Centre,
West Bay Street P.O. Box CB 10980
New Providence
Phone/s: (1-242) 327-4691
Fax: (1-242) 327-4626 / 322-7812
E-mail/s: pswbest@hotmail.com
pswbest@batelnet.bs
wcpweech@wsc.com.bs

Bangladesh

Mizanur KAHN
Sustainable Environment Management Program (SEMP)
Department of Environment
E-16 Agasgaou
Dhaka 1207
Phone/s: (880-2) 812-8913 - 4
Fax: (880-2) 812-8914
E-mail/s: mizan@semp-pmu.org
mizan@idubd.org

Bolivia

Oscar PAZ RADA
Coordinador General
Programa Nacional de Cambios Climáticos
Viceministerio de Medio Ambiente, Recursos Naturales y Desarrollo Forestal
Av. 20 de Octubre No. 2230, Esquina Guachalla, Edicio Ex Conavi
Piso 4 Oficina 401
La Paz
Phone/s: (591-2) 242-3497
Fax: (591-2) 242-3497
E-mail/s: pncc.bol@coord.rds.org.bo
oscarpaz2@hotmail.com

Brazil

José MIGUEZ
Coordinator on Global Change
Ministry of Science and Technology
Esplanada dos Ministérios, Bloco E, Sala 244
DF 70067-900 Brasilia
Phone/s: (55-61) 317-7923
Fax: (55-61) 317-7657 / 7571
E-mail/s: miguez@mct.gov.br
mlorena@mct.gov.br

Canada

Helene GICHENJE
Environment Analyst
Environment Division, Policy Branch
Canadian International Development Agency (CIDA)
Phone/s: (819) 953-4327
Fax: (819) 953-5229
E-mail/s:
helene_gichenje@acdi-cida.gc.ca

Chile

Sergio GONZALEZ
Investigador
Departamento de Recursos Naturales y Medio Ambiente
Instituto de Investigaciones Agropecuarias (INIA)
Av. Santa Rosa 11610 Casilla 439
Correo 3
7083150 Santiago
Phone/s: (56-2) 541-7223 ext. 115
(56-2) 635-8659
Fax: (56-2) 541-7667
E-mail/s: sgonzale@platina.inia.cl
sgonzal@ctc.reuna.cl

China

Aimin MA
Deputy Division Director
Office of National Coordination for Addressing Climate Change
State Development Planning Commission
38, S. Yuetan Street 100824
100824 Beijing
Phone/s: (86-10) 6850-1712
Fax: (86-10) 6850-2358 / 2974
E-mail/s: maam@acca21.org.cn
aiminma@yahoo.com

Colombia

Jorge MANRIQUE
Global Climate Change Office
IDEAM
Diagonal 97, No. 17-60 Piso 7
Bogota
Phone/s: (56-1) 635-6007/22
Fax: (56-1) 635-6022
E-mail/s: splinter@tutopia.com
katatori@hotmail.com

Adriana SOTO
Head of the Global Change Office
Institute of Hydrology, Meteorology and Environmental Studies (IDEAM)
Diagonal 97, # 17-60 (7th floor)
Bogota
Phone/s: (57-1) 635-6261
(57-1) 635-6230 ext 151
Fax: (57-1) 635-6218
E-mail/s: asoto@ideam.gov.co

Cook Islands

Diane MCFADZIEN
National Climate Change Co-ordinator
International Environment Advisory Unit
Environment Service
Tu'anga Taporoporo P.O. Box 371
Rarotonga
Phone/s: (682) 2-1256
Fax: (682) 2-2256
E-mail/s: piccap@oyster.net.ck
diane@oyster.net.ck

Cuba

Luis PAZ CASTRO
Technical Advisor
CENCLIM
Institute of Meteorology
Loma de Casablanca Regla
Habana
Phone/s: (53-7) 867-071
(53-7) 867-0722 to 30
Fax: (53-7) 33-8010
E-mail/s: pazcastro@yahoo.com
lpaz@met.inf.cu

Denmark

Vivi YIENG-KOW
Head of Section
Danish Environmental Protection Agency
Strandgade 29
DK-1401 Copenhagen
Phone/s: (45) 3266-0100 / 0210
Fax: (45) 3392-6837
E-mail/s: vyk@mst.dk

Ecuador

Luis CÁCERES
Coordinador Nacional Sobre Cambios Climáticos
Ministerio del Ambiente
Edificio MAG Oficina 709, Av. Eloy Alfaro N30-350 y Av. Amazonas
Quito
Phone/s: (593-2) 250-8510
Fax: (593 -2) 250-8510 / 292-2747
E-mail/s: lcaceres@ambiente.gov.ec
caceressilva@netscape.net

Egypt

Ahmed AMIN
Director
Tabbin Institute for Metallurgical Studies
P.O. Box 109
Cairo
Phone/s: (202) 501-0170
Fax: (202) 501-0170
E-mail/s: iagelil@idsc.gov.eg
tims@idsc.net.eg

Fiji

Mahendra KUMAR
Associate Professor of Physics
School of Pure & Applied Sciences
University of the South Pacific
Private Mail Bag
Suva
Phone/s: (679) 321-2430
Fax: (679) 330-2548 / 8972
E-mail/s: kumar_m@usp.ac.fj
mahendk@hotmail.com

Finland

Ismo ULVILA
Programme Manager
Finnish Environmental Institute
Kesakatu 6
FIN-02551 Helsinki
Phone/s: (358-9) 4030-0421
(358) 5-0565-8514 (GSM)
E-mail/s: ismo.ulvila@ymparisto.fi
ismo.ulvila@kolumbus.fi

Georgia

Marina SHVANGIRADZE
Executive Secretary
UNDP Project
Department of Hydrometeorology
Tbilisi
Phone/s: (995-32) 94-1580
Fax: (995-32) 94-1536
E-mail/s: mshvangiradze@caucasus.net

Germany

Philipp KNILL
Assistant Head of Division
Federal Ministry for Economic Cooperation and Development
Friedrich Ebert-Allee 40
53113 Bonn
Phone/s: (49-228) 535-3694
Fax: (49-228) 535-3755
E-mail/s: knill@bmz.bund.de

Elisabeth MAUSOLF
Climate Change Expert
Deutsche Gesellschaft für Technische Zusammenarbeit - GTZ
Dag-Hammarskjold-Weg 1-5
Postfach 5180
65726 Eschborn
Phone/s: (49-6196) 79-0
Fax: (49-6196) 79-6320
E-mail/s: elizabeth.mausolf@gtz.de

Lambert SCHNEIDER
Oeko-Institute e.V.
Novalisstrasse 10
10115 Berlin
Phone/s: (49-30) 2804-8674
Fax: (49-30) 2804-8688
E-mail/s: l.schneider@oeko.de

Ghana

Philip ACQUAH
Project Co-ordinator
Climate Change Enabling Activity
Environment Protection Agency
No. 4, 5th Link Road, Cantonments
P.O. Box 9715
Kotoka International Airport
Accra
Phone/s: (233-21) 77-7485 / 66-4697
Fax: (233-21) 66-2690
E-mail/s: pacquah333@yahoo.com
philipandbarbara@idngh.com

India

Subodh SHARMA
Adviser and National Project Director (NATCOM)
Ministry of Environment and Forests
Paryavaran Bhawan, Lodhi Road
110003 New Delhi
Phone/s: (91-11) 436-0861
(91-11) 687-4633 (home)
Fax: (91-11) 436-2551 / 0678
E-mail/s: subodh14@yahoo.com
ssharma@menf.delhi.nic.in

Japan

Sayo YAMAUCHI
Senior Advisor to the Ambassador
Embassy of Japan to Germany
Hiroshimastrasse 6
10785 Berlin
Phone/s: (49-030) 21094-403
Fax: (49-030) 21094-221
E-mail/s: sayo.yamauchi@mofa.go.jp
sayoy@usa.net

Kenya

Emily OJOO-MASSAWA
Project Coordinator
National Environment Secretariat
P.O. Box 67839, Nairobi
Phone/s: (254-2) 22-9261
(254-2) 21-0379/24-3088
Fax: (254-2) 21-0379 / 24-8851
E-mail/s: climate@nbnet.co.ke
emassawa@hotmail.com

Malaysia

Ah Kee CHAN
Director
Climate Division
Malaysian Meteorological Service
Jalan Sultan
46667 Petaling Jaya
Phone/s: (603) 7956-3225
Fax: (603) 7955-0964 / 7956-3621
E-mail/s: cak@kjc.gov.my
chanak@pd.jaring.my
chan_a_k@hotmail.com

Morocco

Rajae CHAFIL
National Co-ordinator of
National Communication
Ministry of Environment
36, ave Al Abtal Agdal
Rabat
Phone/s: (212-37) 77-2658 / 2635
Fax: (212-37) 77-2658 / 0875
E-mail/s: chafil1@hotmail.com
chafil1@caramail.com

Netherlands

Henk BOSCH
Advisor to the Ministry of Foreign Affairs
Dutch Government Support Group for Energy and Environment
IJsseldijk Noord 88
2935 BJ Ouderkerk a/d IJsel
Phone/s: (31-180) 68-7001 / 7002
Fax: (31-180) 68-7003
E-mail/s: Henk.Bosch@hccnet.nl

Jaap ROOIMANS
Senior Policy Officer - Climate, Energy and Environmental Technology Division
Development Cooperation Department
Ministry of Foreign Affairs
P.O. Box 20061
NL-2500 EB The Hague
Phone/s: (31-70) 348-6519
Fax: (31-70) 348-4303
E-mail/s: ja.rooimans@minbuza.nl

Nigeria

Anthony ADEGBULUGBE
Centre for Energy Research and Development
Obafemi Awolowo University Ife
Ife, Osun State
Phone/s: (234-1) 497-7845
Fax: (234-1) 497-6680
E-mail/s: heptagon@nova.net.ng
heptagonv@hotmail.com

Norway

Jonas VEVATNE
Higher Executive Officer
Ministry of Environment
Åmotlia 11 -1389
Phone/s: (47) 6690-5528
(47) 2224-5739 / 6003
Fax: (47) 2224-9580 / 9581
E-mail/s: jones.vevatne@md.dep.no
jonasmu@start.no

Pakistan

Imran HABIB AHMAD
Section Officer (GEF/Climate Change)
Ministry of Environment, Local Government and Rural Development
Islamabad
Phone/s: (92-51) 225-4000
Fax: (92-51) 225-4000
E-mail/s: ihahmad@hotmail.com
imran@alumni.brandeis.edu

Panama

Rene LOPEZ
National Programme on Climate Change
UNDP - Global Environment Facility
ANAM
P.O. Box 873372
Panama
Phone/s: (507) 317-0125 / 0053 / 0057
Fax: (507) 317-0127
E-mail/s: rene.lopez@pnccpanama.cc

Paraguay

Lilian PORTILLO
Directora
Programa De Cambio Climático
Secretaria del Ambiente
Madame Lynch No. 3500 casi Primer Presidente
Asunción
Phone/s: (595-21) 61-5809
(595) 981-454-664
Fax: (595-21) 61-5809 / 5806 / 5807
E-mail/s: lilianportillo@hotmail.com
glgonzal@telesurf.com.py
lportillo@seam.gov.py
pncc@seam.gov.py

Philippines

Amelia SUPETRAN
Head
Inter-Agency Committee on Climate Change Secretariat
Department of Environment and Natural Resources
Environmental Management Bureau
99-101 Kamias Rd., Quezon City
Phone/s: (63-2) 927-0224
Fax: (63-2) 927-0224
E-mail/s: amelia.supetran@undp.org

Jose T. VILLARIN
Head
Climate Studies Division
Manila Observatory
P.O. Box 122-1144
1101 Quezon City
Phone/s: (63-2) 426-5921
Fax: (63-2) 426-6141
E-mail/s: jett@admu.edu.ph

Rwanda

Jean Claude BIROLIMANA
Education, Politique et Sensibilisation
Ministry of Lands, Human Re-settlement and Environmental Protection
Minitere P.O. Box 3502
Kigali
Phone/s: (250) 51-7563
Fax: (250) 8-2629 / 2624
E-mail/s: cbirora@yahoo.fr

Senegal

Isabelle NIANG-DIOP
Department of Geology
Science and Technology Faculty
University C.A. Diop
Dakar-Fann
Phone/s: (221) 825-0736
Fax: (221) 824-6318
E-mail/s: isabelle@enda.sn

Slovakia

Ivan MOJIK
Director
Department of Air Protection
Ministry of the Environment
Námestie Ludovíta Stura 1
SL-812 35
Bratislava
Phone/s: (421-7) 5956-2220
Fax: (421-7) 5956-2662 / 2031
E-mail/s: mojik.ivan@lifeenv.gov.sk

Spain

Teresa Ribera RODRÍGUEZ
Jefe Area de Cumplimiento y Desarrollo
Oficina Española de Cambio Climático
Ministerio de Medio Ambiente
C/Alcalá 92
28071 Madrid
Phone/s: (34-91) 436-1487 / 1496
Fax: (34-91) 597-5857 / 5931
E-mail/s: teresa.ribera@oecc.mma.es

Switzerland

Othmar SCHWANK
Managing Director
INFRAS Consulting Group for Policy
Analysis and Implementation
Gerechtigkeitsgasse 20
CH-8039 Zürich
Phone/s: (411) 205-9520
Fax: (411) 205-9599
E-mail/s: othmar.schwank@infras.ch

Thailand

Vute WANGWACHARAKUL
Assistant Professor
Faculty of Economics, Department of
Agricultural and Resource Economics
Kasetsart University
50 Paholyothin Rd. 10900
Bangkok
Phone/s: (66-2) 942-8649 ext. 121
(66-2) 942-8650/51 ext. 121
Fax: (66-2) 942-8047
E-mail/s: fecovww@ku.ac.th

Togo

Ayité-Lô AJAVON
Director
Atmospheric Chemistry Laboratory
FDS/Universite de Lomé
B.P. 1515, Lome
Phone/s: (228) 225-5094
(228) 226-9170
Fax: (228) 225-8595
E-mail/s: noajavon@tg.refer.org
sossiayite@hotmail.com

Uganda

Philip GWAGE
Assistant Commissioner
Department of Meteorology
P.O. Box 7025, Kampala
Phone/s: (256-41) 25-1798 / 23-3559
Fax: (256-41) 25-1797
E-mail/s: ugandmet@infocom.co.ug
meteoug@infocomco.ug

United Arab Emirates

Al-Waleed EL-MALIK
Legal Advisor
Ministry of Petroleum and
Mineral Resources
P.O. Box 59, Abu Dhabi
Phone/s: (971-2) 608-9227
Fax: (971-2) 666-9453/665-5717
E-mail/s: wmalik.mopmr@uae.gov.ae

United Kingdom of Great Britain and Northern Ireland

Beverly DARKIN
Climate Change Team
Foreign and Commonwealth Office
King Charles Street, London
Phone/s: (44-207) 270-3917
Fax: (44-207) 270-4076
E-mail/s: beverley.darkin@fco.gov.uk

United Republic of Tanzania

Richard MUYUNGI
Assistant Director, Impact Assessment
Environment Division
Vice President's Office
1st Floor, IPS Building
P.O. Box 5380, Dar-es-Salaam
Phone/s: (255) 222-11-8416/ 3983
Fax: (255) 222-11-3856 / 12-5297
E-mail/s: vpodoe@intafrica.com
tanzania37@hotmail.com

United States of America

Clare BREIDENICH
Environmental Protection Agency
Washington, D.C.
Phone/s: (1-202) 564-4029
E-mail/s:
breidenich.cr@epamail.epa.gov

Toral PATEL-WEYNAND
OES/Office of Global Change
U.S. Department of State
Rm 4330 OES/EGC
Washington, D.C. 20520
Phone/s: (1-202) 647-3934
Fax: (1-202) 647-0191
E-mail/s: patel-weynandto@state.gov

Uruguay

Virginia SENA CIANCI
Climate Change Unit
National Enviornment Directorate
Rincon 422, Piso 3
11000 Montevideo
Phone/s: (598-2) 917-0222 / 0752
Fax: (598-2) 916-1895
E-mail/s: vsena@adinet.com.uy

ORGANIZATIONS

Global Environment Facility

Avani VAISH
Capacity Development Manager
Global Environment Facility
1818 H Street, NW
Washington, D.C.
U.S.A.
Phone/s: (1-202) 473-4647
Fax: (1-202) 522-3240 / 3245
E-mail/s: avaish@worldbank.org

United Nations Environment Programme

Ravi SHARMA
Task Manager, Climate Change
Enabling Activities
Division of Policy Development
and Law
United Nations Environment
Programme
P.O. Box 30552
Nairobi
Kenya
Phone/s: (254-2) 62-4215
Fax: (254-2) 62-4324
E-mail/s: Ravi.Sharma@unep.org